

Preventive Maintenance Checklist



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PREVENTIVE MAINTENANCE CHECKLIST

The art of preventive maintenance involves noticing minor problems and fixing them before major ones develop. While it does not necessarily require a high degree of technical skill, facility stewards must understand what needs attention. Therefore, we created the following checklist to guide facility managers on the basics of preventative maintenance.

Pro Tip: For best results, plug this information into [eSPACE Work Order and Asset Management](#) for continuous, automated reminders.

Organization Name: _____ Date: _____

Task	Frequency	Completed	In Progress	Not Planned
Electrical outlets in public spaces, especially Children's Services, are child-proofed.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule is established to maintain the floor covering (carpets, tile, wood, floor mats, etc.).	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement bulbs and any equipment necessary to replace light bulbs is on-hand.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement bulbs and any equipment necessary to replace outdoor lighting is either on-hand or the source is established.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracts for regular maintenance and/or materials and equipment are established for maintenance of grounds, including lawn, flowers, shrubs, trees, flag poles, yard irrigation, etc.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are established to repair, replace or add interior signage as necessary.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan for regular maintenance of interior and exterior trash receptacles as well as recycling receptacles is established.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular cleaning maintenance schedule is established including daily, weekly, monthly and other routine tasks.	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule of painting interior and exterior building components.	Ongoing and as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A schedule is developed to replace batteries in devices using batteries as their primary power supply (i.e. restroom sensors, paper product dispensers, etc).	Ongoing depending on life expectancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A regular schedule of termite and other pests inspection and treatment is established.	Monthly or as recommended by vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule for changing Air Conditioner/ Furnace filters has been established per manufacturer's recommendation.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule and/or a preventive maintenance contract has been established for the air conditioner and heating. This should include an inspection of the centralized control software or other temperature control devices.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per local codes, boiler/chiller maintenance and repair are scheduled.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule of maintenance is determined for drinking fountains to address functional issues such as chemical build-up.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular plan to inspect, clean and maintain smoke alarms and carbon monoxide detectors is established including battery replacement if necessary.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect and update First Aid and AED components.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect and adjust playground equipment.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect, test, lubricate any pumps including but not limited to sump pump, water pumps, lift stations, circulation pumps, compressors, etc.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test and run diagnostics on CCTV cameras, monitors and software.	Quarterly or as recommended by manufacturer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials and equipment are on-hand or contracted for maintenance of restroom fixtures, including seals, valves, etc..	Semi-annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency and exit lighting is in place and a regular schedule of inspection is established to insure proper operation and battery backup.	Semi-annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drain and test baptistery (if one exists) including the heater and auto-fill.	Semi-annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform flow and pressure tests on private fire hydrants.	Semi-annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Water heater is inspected and drained per manufacturer recommendations.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers are placed per local fire codes and a regular inspection schedule is established to insure proper operation.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendors and sources are established for repair and/or replacement of windows, doors and associated hardware.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule of roof, mortar and foundation by a professional is established.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facility is compliant with all electrical codes as determined by a professional.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule of pressure washing exterior of buildings.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A regular schedule to inspect back flow preventer(s).	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clean and inspect all building appendages and towers such as steeples and cupolas.	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracts and/or equipment and materials are established to maintain parking areas.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of exterior signage is planned.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan for painting of parking lot stripes is established.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials and procedures for snow and ice removal are established.	As needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean gutters and down spouts.	Early fall and early winter as a minimum/ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevators and other lifting devices are inspected regularly, per local code, and a preventive maintenance contract is established.	Per manufacturer and code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm and Sprinkler Systems are inspected regularly, per local code, and a preventive maintenance contract is established.	Per manufacturer and code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen exhaust hoods should be tested regularly, per local code, and a preventive maintenance contract is established.	Per manufacturer and code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease interceptors/traps should be inspected regularly, per local code, and a preventive maintenance contract is established.	Per manufacturer and code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: This is not intended to be a comprehensive list, but rather to provide a starting point for the development of a facility specific PM program for your facility. In addition to the above, it is critical to use a tool that can help you keep current with all your preventive maintenance items and know when/who is to perform the tasks. We recommend utilizing a tool such as [eSPACE Work Order and Asset Management](#).

